[Date]
Re: [Grant Number]
I, [Grantee Name], received the amount of [Amount] U.S. dollars ([\$]) from the D.C. Commission on the Arts and Humanities under the auspices of a [Grant Program]
I paid myself this amount in order to support my ongoing artist activities during the October 1, [year] through September 30, [year] grant period.
Signed:
[Typed Name

Notary seal, signature, date below: